

**CONSTITUTION
AND BY-LAWS
of the
CAROLINAS BI-STATE BRANCH
OF POSTAL SUPERVISORS**



Organized at
Winston-Salem, NC

As amended at

Charleston, SC May 30, 1947
Durham, NC May 22, 1948
Columbia, SC July 22, 1949
Greensboro, NC July 22, 1950
Spartanburg, SC July 10, 1951
Greenville, SC July 25, 1953
Winston-Salem, NC June 19, 1954
Charleston, SC July 23, 1955
Carolina Beach, NC June 20, 1958
Spartanburg, SC June 13, 1959
Greenville, SC June 14, 1963
High Point, NC June 12, 1964
Asheville, NC June 11, 1966
Greensboro, NC June 8, 1968
Charleston, SC June 12, 1970
Greenville, SC June 9, 1972
Charlotte, NC June 6, 1973
Charleston, SC June 4, 1976
Greenville, SC June 6, 1978
Greensboro, NC June 13, 1979
Columbia, SC June 12, 1980
Charleston, SC July 23, 1988
Greenville, SC June 7, 1996
Columbia, SC June 13, 1998
Charleston, SC June 19, 1999
Greensboro, NC June 24, 2000
Greensboro, NC June 22, 2002
Durham, NC June 21, 2003
Greenville, SC June 11, 2004
Virginia Beach, VA June 11, 2005
Raleigh, NC June 10, 2006
Charleston, SC June 23, 2007
Greenville, SC June 21, 2008
Flintstone, MD May 30, 2009
Myrtle Beach, SC June 5, 2010
Virginia Beach, VA May 21, 2011
Ocean City, MD June 2, 2012
Asheville, NC June 8, 2013
Virginia Beach, VA May 17, 2014
Annapolis, MD June 6, 2015
Raleigh, NC June 4, 2016
Virginia Beach, VA June 2, 2017
Towson, MD June 1, 2018
Greenville, SC June 1, 2019

CONSTITUTION

ARTICLE I

Name

This Branch shall be known as the Carolinas BI-State Branch of Postal Supervisors.

ARTICLE II

Objective

The objective of the Carolinas BI-State Branch of Postal Supervisors shall be to cooperate with the U.S. Postal Service to improve the Postal Service and the welfare of its employees; to raise the standard of efficiency, to establish uniform and equitable compensation, modern economical business methods, and to widen the field of opportunity for worthy employees who make the business of the U.S. Postal Service their life work.

ARTICLE III

Membership

Sec. 1. All employees are eligible to be members as set forth by the constitution & by-laws of the National Association of Postal Supervisors.

Sec. 2. Any member of any local branch, or any member at-large, who is in good standing, may become a member of the Carolinas BI-State Branch by payment of the State dues. Such members having paid their National per capita dues through their local branch, or directly to the National Association, may have full and active membership.

Sec. 3. Any person may be elected to honorary membership in this Branch subject to the action of the Convention; local branches shall have power to confer honorary membership in their respective branches. No honorary member shall have a right to vote or to hold office, nor shall they be required to pay dues, nor shall they serve as a delegate to the State or National Conventions.

ARTICLE IV

Meetings

Sec. 1. Conventions of this Branch shall be held annually as set forth by the Executive Board. On years in which a National Convention is being held the Capitol Atlantic Area States Convention will be held for two days. On non-National Convention years, the Carolinas BI-State or Capitol Atlantic Area States Convention will revert back to the original format of a three-day convention. The Executive Board of the Carolinas BI-State will meet the day prior to the scheduled convention.

Sec. 2. The Executive Board may authorize Convention Host Branches or Committees to levy a registration fee for delegates and visitors.

Sec. 3. The said registration fee, in addition to funds provided in Section 5, Article 4 of this constitution is to be utilized to assist in defraying convention expenses. Within (60) days subsequent to the adjournment of the convention, the host city, shall furnish the Treasurer of the Carolinas BI-State Branch a written report showing in detail the receipts and disbursements of the convention and any unused funds derived from either registration or provisions of Section 4, Article 4.

Sec. 4. The Host Branch of the convention will be responsible for activities directly related to the convention as listed below:

- 1) Blocking of hotel rooms for attendees.
- 2) Arrangement of meeting space for convention business.
- 3) Any necessary meals.
- 4) Coordination of guest speakers.
- 5) Agenda/Program items.

- 6) Preparation of registration packets for delegates.
- 7) Any other requests made by the Executive Board.

Sec. 5. The Carolinas BI-State will advance funds to the Host Branch of the convention to be used to help defray expenses; the amount to be determined by the Executive Board.

Sec. 6. The Host Branch may solicit merchants or the general public for funds, gifts, prizes, services, or anything of that nature in connection with the convention.

Sec. 7. Area Vice-President Meetings: The Executive Board shall be authorized to sponsor or co-sponsor with a local Branch or Members at Large up to three Area VP meetings per year. The Carolinas BI-State Branch shall pay the actual necessary expenses covering postage and minor incidental expenses covering these meetings.

Sec. 8. The Carolinas Bi-State will pay the following expenses of the Bi-State Auxiliary President to attend the annual Capitol Atlantic Area States Convention and the National Convention: 1) Registration Fees and 2) Travel (only if Airfare is required)

Sec. 9. The Carolinas Bi-State will pay the following expenses of the Bi-State Secretary and Bi-State Treasurer to attend the National Convention: 1) Registration Fee, 2) Travel, 3) Hotel Cost, 4) Per Diem, if the Secretary and/or Treasurer do not hold an office in their respective local branch. If either holds an office in their local branch, the Carolinas Bi-State will pay ½ of the cost to attend the National Convention and the Capitol-Atlantic Area States Convention.

ARTICLE V Representation

Sec. 1. Representation from local branches shall be restricted to one vote for each ten (10) members or major fraction thereof. However, any number of members may attend the Convention as visitors or delegates. Representation shall not be proxy. All votes must be cast by an active, sitting member in good standing.

Sec. 2. Members who are six months or more in arrears with dues shall have no voice or vote in conventions; neither shall they be eligible to serve in any office or membership on any committee.

Sec. 3. Representation at the National Convention shall be determined in accordance to Article VI (Representation) of the Constitution and by-laws of the National Association of Postal Supervisors.

Sec. 4. When there are sufficient funds in the treasury, delegates of the Carolinas BI-State may be allowed expenses to any official NAPS function; the actual amount to be paid shall be authorized by the Executive Board.

ARTICLE VI Officers-Committees-Elections

Sec. 1. The elected officers of the Carolinas BI-State shall consist of the following:

- President
- Two Executive Vice-Presidents (North Carolina and South Carolina)
- Seven Area Vice Presidents
- Secretary
- Treasurer
- Immediate Past President
- Two State Legislative Chairs of NC and SC

The Area Vice Presidents are to be elected from a territory that has been assigned by the Executive Board, which shall be equal in travel and representation geographically so far as is possible. The duly accredited members at each Convention shall elect such officers. A majority vote upon ballot shall be necessary to elect. They shall hold office for their term or until successors are fully appointed or elected.

The immediate past President will relinquish his/her office automatically upon election of his/her successor as President.

Sec. 2. The Executive Board shall consist of all elected officers.

Sec. 3. The Executive Vice-Presidents from the state of North Carolina and South Carolina will be voted on by the delegates from their respective states.

Sec. 4. The Finance (Auditing) Committee shall consist of three members to be appointed by the Executive Board.

Sec. 5. All elected offices listed above in Section 1 will be held for a term of two years.

ARTICLE VII Duties of Officers

Sec. 1. The President shall preside at all Conventions and Executive Board Meetings. The president shall fill all vacancies by appointments, until such vacancies are filled by election. He/She shall submit to each Convention a written report of activities during his/her term of office. He/She shall perform such other duties as the Association may require.

Sec. 2. The immediate Past President shall serve as a member of the Executive Board with all rights and privileges thereto until succeeded by the next immediate past president. He/She shall perform such duties as are assigned by the president.

Sec. 3. The Executive Vice President with the longest tenure (Senior) shall act in the absence of the President and shall perform any other duties assigned by proper authority. In case of the absence of the President and the Senior Executive Vice President, the Junior Executive Vice President will be the presiding officer.

Sec. 4. The Area Vice Presidents shall assist in the organization to work and serve as contact representatives of the association in their respective areas.

Sec. 5. The Secretary shall keep a record of all proceedings. He/She shall keep a record of the membership of each local branch and the name and address of each member at large.

Sec. 6. The Treasurer shall receive and deposit all funds from all sources. The President and the Treasurer shall be the official custodian of all funds of the branch. The Treasurer shall disburse all monies by check or credit card; all disbursements shall be approved by the President and so endorsed. They shall preserve all financial documents, so that the Finance (Auditing) Committee may review them. The Treasurer shall submit a written financial statement and report at each annual convention, or at any time upon relinquishing the office. He/She shall be bonded, the amount of the bond to be fixed by the Executive Board, and filed before entering on duty, the expense of which shall be borne by the branch. He/She shall submit the books of the branch to the Finance (Auditing) Committee at the close of the Fiscal Year, or any time when so instructed by the Executive Board. In the event of a newly elected or appointed Treasurer, no later than October 31 the books must be submitted for financial audit.

No later than July 31 of the current year all monies must be turned over to the newly elected treasurer. In addition all writing of checks, use and possession of credit cards must cease by the past Treasurer or at anytime when so instructed by the Executive Board.

Sec. 7. The Executive Board shall supervise and administer all the business of the branch not otherwise provided for. They shall be allowed expenses, when attending meetings called by the branch president.

Sec. 8. Reports of Officers shall be properly prepared. They will have copies available for the membership at the annual convention.

ARTICLE VIII
Amendments

Sec. 1. Introduction of

Proposed amendments to the Constitution of this branch shall be in writing, signed and submitted by no less than two (2) sponsors to the Constitution By-Laws Committee. The proposed amendment shall be read at the meeting to which presented, and debate shall be allowed before the proposed amendment is voted upon.

Sec. 2. Approval of

This Constitution shall not be amended except by a two-thirds majority vote of the members of this branch in a meeting assembled after the provisions of Section 1 of this Article have been fully executed.

Sec. 3. Special Meetings

No amendment to this constitution shall be given a second reading and/or vote allowed at a special meeting of this branch unless notice has been given to the membership that such amendment is the order of business and open for adoption or rejection at that meeting. Nor shall proposed amendments introduced at a special meeting be given a first reading until the next regular meeting of this branch.

ARTICLE IX
Dues, Assessments, Fiscal Year

Sec. 1. The dues of this branch shall be twenty-five dollars (\$25.00) per year per member. The National dues for members at large shall be deducted monthly by the National Secretary/Treasurer before a dues check is sent to the Carolinas Bi-State branch which is equal to \$12.00 per pay period. The local branches shall pay dues in the amount of \$25.00 per year and National dues for members of the local branch shall be deducted monthly by the National Secretary/Treasurer before a dues check is sent to the local branch. The dues shall be prorated for the initial establishment of a new branch and thereafter be payable annually on January 1st of each year.

Sec. 2. Whenever there is an increase or decrease to the National per capita dues, the Bi-State per capita dues will be automatically adjusted to reflect the change of a similar amount equal to the increase or decrease.

Sec. 3. Special assessments, of not more than one dollar (\$1.00) per member in any one-year, may be levied by the Executive Board when it becomes absolutely necessary to carry on the work of this branch.

Sec. 4. The fiscal year shall begin on June 1 and end on May 31.

Sec. 5. Local branches affiliated with this branch may make their own constitution and by-laws, provided such constitution and by-laws does not conflict with that of the National Constitution and by-laws.

ARTICLE X
Recall

Sec. 1. Procedure

Five or more members of this branch who have sufficient proof at hand to show that an officer or officers have acted dishonestly or otherwise detrimental to the best interest of this branch may file a petition for recall with the Executive Board. A copy of the charges shall be furnished to the officer against whom the charges have been made. The officer will have thirty (30) days to respond.

A special meeting of the branch shall then be called for the purpose of acting on the charges. After a full hearing of the charges, a vote by secret ballot shall be taken and a two-thirds majority vote of those members present shall be necessary to

remove the officer. If a two-thirds majority has not been met on the ballot, all charges will be dropped and this branch can take no further action on the petition, which instituted the trial meeting.

BY-LAWS

ARTICLE I Quorum

In any convention of this association where three (3) or more branches are duly represented, such representation shall constitute a quorum for the transaction of business.

ARTICLE II Order of Business

The following Order of Business shall be observed, unless varied by vote:

1. Meeting Called to Order
2. Rules of Convention
3. Roll Call of Officers and Committees
4. Reading of minutes of last Convention
5. Report of Committee on Credentials
6. Roll call of Delegates
7. Report of Officers
8. Report of Finance (Auditing) Committee
9. Report of Special Committee
10. Unfinished Business
11. Nomination of Officers
12. Report of Standing Committee
13. New Business
14. Invitation and/or recommendation regarding place of next Convention
15. Election of Officers
16. Installation of Officers
17. Adjournment

ARTICLE III Parliamentary Procedure

Robert's Rules of Order Revised shall govern the proceedings in the Convention of this Branch except where otherwise provided for by the Constitution and By-Laws or rules adopted by the Convention in Session.

ARTICLE IV Amendments

Amendments to the By-Laws may be made in the same manner as provided for amendments to the Constitution.